

AGENDA

FRANKLIN CITY COUNCIL
MONDAY, APRIL 8, 2013 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVENUE

5:30 P.M.

WORK SESSION

SCHOOL SYSTEM AND OUTSIDE AGENCIES BUDGET REQUESTS

7:00 P.M.

REGULAR MEETING

CALL TO ORDER. . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

INVOCATION WARD 4

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION: THE FRANKLIN HIGH SCHOOL ROBOTICS TEAM

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Resolution in recognition of the Franklin High School Robotics Team
- B. City Council Minutes from the MARCH 25, 2013 Regular Meeting

2. PUBLIC HEARINGS:

- A. Virginia Department of Transportation Beautification Project
- B. Virginia Public School Authority Capital Project Financing Resolution

3. OLD/NEW BUSINESS

- A. Memorandum of Understanding for the Virginia Volunteer Workforce Solutions
- B. City Manager's Report
 - 1. Electric Utility Update
 - 2. City Health Insurance Rate Report for FY 2013- 2014

4. COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

5. CLOSED SESSION – I move that the Franklin City Council meet in closed session to consider appointments to boards and commissions, and to discuss a prospective business or industry locating in the area where no previous announcement has been made pursuant to Virginia Code Section 2.2-3711 (A) (1), and (5).

Motion Upon Returning to Open Session: I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

7. ADJOURN

UPCOMING ITEMS TO BE SCHEDULED...

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

SUBJECT

TENTATIVE TIME LINE

Tax Exempt Bonds Request for Village at Woods Edge	April 22, 2013
Paid Time Off (PTO) Policy Discussion	TBD
Council Strategic Budget Planning & Goal Setting Work Session	TBD

CONSENT AGENDA

- A. Resolution in recognition of the Franklin High School Robotics Team**
- B. City Council Minutes from the MARCH 25, 2013 Regular Meeting**



FRANKLIN CITY COUNCIL RESOLUTION

HONORING THE FRANKLIN HIGH SCHOOL 2013 FIRST ROBOTICS TEAM 1610

WHEREAS, Mr. Dean Kamen, desired to help young people discover the excitement and rewards of Science and Technology when in 1989, he founded FIRST (For Inspiration and Recognition of Science and Technology) “to inspire young people’s interest and participation in Science and Technology”; and,

WHEREAS, FIRST, is a not-for-profit public charity, whose mission “is to inspire young people to be Science and Technology leaders, by engaging them in exciting mentor-based programs that build Science, Engineering and Technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication and leadership;” and,

WHEREAS, thoughtful local visionaries led by local educator and team coach Liz Burgess, in 2005 founded Franklin High School’s FIRST Robotics Team 1610 appropriately dubbed the “Builders of Tomorrow”; and,

WHEREAS, the “Builders of Tomorrow “ (BOT) got started with the help of nearby FIRST Robotics Team 616, who was a regional finalist in 2004; and,

WHEREAS, Franklin’s FIRST Robotics Team 1610 entered their initial competition in 2005 at the NASA/VCU Regional competing with their robot “MB” where the team and their alliance partners qualified for the FIRST World Championship in Atlanta, Georgia where the team was recognized for an outstanding performance; and ,

WHEREAS, since their incredible rookie season, Franklin’s FIRST Robotics Team 1610 has continued each year to compete and perform admirably on the regional and state level; and,

WHEREAS, in 2013, Franklin’s FIRST Robotics Team 1610 has once again achieved elite status with a semi-finalist finish at the Palmetto Regional and most recently with their program first finalist win to become Virginia Regional Champions thereby qualifying the Team for another trip to the World Championships; now, therefore,

BE IT RESOLVED BY THE FRANKLIN CITY COUNCIL, that the Council and Citizens of Franklin will be forever proud of the long hours of effort, hard work and achievements of all the members of 2013 Robotics Team 1610 including the players, mentors, coach and of course robot “BOT”; and furthermore,

The City Council and the Citizens of the City of Franklin offer their Congratulations for the accomplishments thus far and best wishes to Franklin Robotics Team 1610 our “Builders of Tomorrow” as they continue their quest for another strong finish at the prestigious 2013 World Championships April 24-27, 2013 in St. Louis, Missouri.

Resolved April 8, 2013, by Franklin City Council, _____, Mayor

WORK SESSION
SCHOOL BOARD JOINT MEETING REGARDING VIRGINIA PUBLIC SCHOOL
AUTHORITY CAPITAL PROJECT FINANCING

The Franklin City Council held a Work Session Meeting with the Franklin City School Board to discuss Virginia Public School Authority Capital Project Financing on Monday, March 25, 2013, in the City Council Chambers, 207 West 2nd Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy (Don Blythe absent).

School Board Members and Officials in Attendance: Dr. Michelle Belle, Franklin City School Superintendent; Edna King, Chairwoman; Johnetta Nichols, Vice-Chairwoman; Sherita Ricks-Parker, Verta M. Jackson, Cindy Fillhart and several School Central Office Staff including Kelly Conaway and Pam Kindred, Acting Secretary, Recording Minutes.

Other City Staff in Attendance: Melissa Rollins, Director of Finance

CALL TO ORDER

The Joint Work Session Meeting was called to order by Mayor Raystine Johnson-Ashburn at 5:30 p.m.

City Manager Martin gave a brief summary of the items to be covered during the Work Session. He stated the purpose of the Work Session is to review a portion of the Schools Budget request to include their Capital Improvement Plan and to review the capital needs that are to be included in the proposed Virginia Public School Authority (VPSA) Spring Financing Pool.

Chairwoman King thanked Manager Martin for the wonderful overview of the School Board's request that was presented in his Manager's Report at the last City Council Meeting that was held on March 11, 2013 and then she introduced Dr. Belle for a review of the School System's Capital Project Needs for the next four years. Dr. Belle then presented the 2013 – 14 needs which would comprise the VPSA funding priorities approved by the School Board.

SCHOOL PROJECTS PROPOSED TO BE INCLUDED IN THE 2013 VPSA SPRING BOND APPLICATION

<u>Project</u>	<u>Estimated Cost</u>	<u>Estimated Completion Date</u>
FHS Roof Restoration	\$628,000	October 31, 2013
JPK Roof Replacement	\$898,565	September 1, 2014
Roof Repair	\$ 14,895	August 1, 2013
Bleachers Replacement	\$ 43,758	August 31, 2013
Breezeway Enclosure	\$ 40,000	July 31, 2013
Resurfacing Track	\$ 89,160	August 31, 2013
Buses	\$ 81,140	August 31, 2013
HVAC Replacement	\$ 27,500	August 31, 2013
Replace Ovens	\$75,716	September 1, 2013
TOTAL	\$1,898,734	

Manager Martin commented that these items are estimated to cost \$1,898,734, excluding additional funding required by VPSA and the costs of issuance. The School Board adopted a resolution authorizing an application to be submitted to VPSA for inclusion in the Spring Financing Pool for school capital needs. The deadline for submitting this application was March 18, 2013. The School System submitted the application by the deadline. The action required by Council is to determine the amount of debt.

Having finished her presentation supplemented by the City Manager's, remarks Dr. Belle then asked for questions or comments.

Vice-Mayor Cheatham stated he had previously understood the Charles Street Gym roof needed replacing and now he understands the roof can be repaired?

Dr. Belle answered that the contractor has looked at the roof and says it can be repaired instead of having to be replaced, but will make sure the roof is fixed properly.

Councilwoman Murphy asked if this is the only repair this building requires.

Dr. Belle confirmed this was the only repair for this building included in the financing to ensure its continued use by the schools, but other building potential needs are not being addressed.

Vice-Mayor Cheatham asked if the ovens were the only thing that needed to be replaced in the kitchens.

Dr. Belle answered that the serving lines also need replacing but the ovens are in dire need of replacing. The serving line cost estimates could not be determined by the loan application deadline for inclusion in this loan.

Manager Martin stated if the projects included are completed under budget, some of the other needed items such as serving lines may be able to be completed with leftover funds. This would likely require VPSA approval of any modifications to the projects.

Mayor Johnson-Ashburn commented on the stated need for three School Buses.

Dr. Belle answered that one bus was needed this year, while the others could be spread out over a three year period.

Manager Martin reviewed the loan term information. He stated this is a twenty year loan and the interest rate is projected to be approximately 2.7% for the life of the loan.

Councilman Burgess asked when was the last time funds were borrowed for the School System.

Mrs. Rollins answered funds were last borrowed for the School System in 2005.

Councilwoman Hilliard asked what those funds were used for in the 2005 borrowing.

Mrs. Rollins answered those funds were used for some HVAC work, doors and to purchase and install a security system and security cameras among other things. She could check her records for additional specifics if desired.

Mayor Johnson-Ashburn indicated she wanted Manager Martin to review the details of the proposed borrowing.

Manager Martin informed Council that the amount needed for capital improvements is \$1,898,734; the amount to be borrowed will be \$2,020,000 which includes a 5% required by VPSA to ensure all projects are completed. The cost of issuance is estimated at \$15,000.

Mayor Johnson-Ashburn asked if the City had paid off the previous loan to buy land for future potential use as a school site near the YMCA.

Manager Martin confirmed that loan is satisfied

Mayor Johnson-Ashburn asked if the City had set any earmarked funds aside in a capital reserve account specifically for the capital outlay needs of the Schools.

Manager Martin answered not at this time.

Councilwoman Hilliard asked when the loan on the land for the future school site was satisfied.

Manager Martin answered the loan was paid off at the end of last year.

Chairwoman King asked why the City chose twenty years of financing versus the VPSA maximum allowed of thirty years.

Manager Martin answered twenty years was chosen because the City did not feel like they would qualify for a thirty year loan due to the projected useful life of the specific projects to be completed with these funds. This was determined in consultation with the City's Board Counsel.

Councilman Burgess asked how this refinancing would affect the City three or four years down the road particularly concerning the listed future need for classrooms to replace modular units at S. P. Morton.

Manager Martin replied this will definitely have an impact but it is hoped that the City's financials would be able to address that need at that time with another borrowing. Councilman Burgess suggested the City may need to do such a borrowing sooner to take advantage of the interest rates if they remain low when planning for the classroom project is complete.

Manager Martin stated Council action will be required at the City Council meeting on April 8, 2013 following a public hearing on the financing.

ADJOURNMENT

The Work Session with the School Board and City Council adjourned at 6:10 p.m.

Regular City Council Meeting

The Franklin City Council held a regular meeting on Monday, March 25, 2013, at 7:00 p.m. in Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy (Don Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Mark Bly, Director of Power & Light; Melissa Rollins, Director of Finance; Brenda Rickman, Commissioner of Revenue; Alan Hogge, Director of Social Services; Vince Holt, Chief of Emergency Services; Jen Maynard, Registrar; Dinah Babb, Treasurer; Carolyn Joyner, Director of Human Resources; Russ Pace, Director of Public Works; Donald Goodwin, Director of Community Development; Frank Davis, Director of Parks & Recreation, and Leesa Livesay, Acting Secretary, Recording Minutes.

Other Staff in Attendance: Amanda Jarratt, President of Franklin Southampton Economic Development, Inc.; Nancy Parrish, Manager of Franklin Business Incubator; Quinton Livingston, Franklin Police Officer; Sheila Baker, Office Manager of Community Development; Dan Howe, Director of Downtown Franklin Association; and Tim Whitt, Lieutenant of the Franklin Police Department.

CALL TO ORDER

The City Council Regular Meeting was called to order by Mayor Raystine Johnson-Ashburn at 7:00 p.m.

INVOCATION

Councilman McLemore representing Ward 3 asked Dr. Bishop Linwood Johnson, III to offer the Invocation in his stead.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZEN'S TIME

Sixteen citizens signed up to speak at Citizen's Time.

Citizen 1

Herman Parker resides at 303 North High Street; stated he is not pleased with his utility bill as well as the Council's response to the utility bill issue.

Citizen 2

Dan Taylor resides at 510 S. High Street; noticed his utility bills have increased considerably. While Mr. Taylor was out of the country he unplugged everything except for his refrigerator and freezer in his house and left the thermostat at 55 degrees and when he came back his utility bill was over \$500.00.

Citizen 3

Mary V. Barnes resides at 29418 Delaware Road; stated her utility bill usually runs around \$461.00, but has recently gone up \$200.00.

Citizen 4

Brendolyn Barnes resides at 29418 Delaware Road; signed the Citizen's Time Sheet but did not speak.

Citizen 5

Michael W. Foreman resides at 301 Hall Street; is concerned with the kilowatt usage. Mr. Foreman gave a sample of a kilowatt usage study to Manager Martin for review. Mr. Foreman stated the average kilowatt usage is in the radius of 1300 kilowatts, whereas some of the concerned citizens' kilowatts usage was anywhere from 2400 to 5000 kilowatts.

Citizen 6

Dr. Linwood Johnson, III resides at 301 Hall Street; stated he is speaking for the concerned citizens of the City of Franklin. He stated the citizens are willing to work together to come to a solution to the utility billing problem, but they need a quick fix and not to have this problem drawn out. Mr. Johnson has talked with surrounding Cities and believes there is a glitch in our system.

Citizen 7

Marsha Barnes resides at 317 Edwards Street; but has lived at 413 Carl Street for thirteen years but has recently had to relocate because of her high utility bills. Last month her bill was \$753.00 and this month her bill is \$805.00. She is disabled and cannot pay her other bills because of the high utility bill. She would like to see this problem resolved.

Citizen 8

Bryant Robinson resides at 612 North High Street; states he lives with his mother and her utility bill has been a \$1,000 for the last four years.

Citizen 9

Raymond Williams resides at 302 Artis Street; states he commutes to Northern Virginia and Hampton, Virginia for his job, therefore is rarely home. He has reviewed three years of his utility bills which average a \$150 to \$160 a month and has increased recently to \$300 a month. He wants to know the reason for the increase.

Citizen 10

Sebrina Wellington resides at 908 Walnut Street; she stated she has had her house insulated and her utility bills usually run \$170 a month and have risen to \$321 this month. She also added everyone complaining is not low income and she feels the City of Franklin is taking advantage of the citizens. Ms. Wellington also stated that the members of the City Council were invited to attend the recent meeting of the concerned citizens and no one from Council attended.

Citizen 11

Clyde Bailey resides at 409 Washington Street; signed the Citizen's Time Sheet but did not speak.

Citizen 12

Steven Wellington resides at 908 Walnut Street; signed the Citizen's Time Sheet but did not speak.

Citizen 13

James Copeland resides at 213 Banks Street; spoke on the behalf of his mother. Mr. Copeland stated their utility bill is \$383.00 and they cannot afford to pay this bill and something needs to be done to lower these utility bills.

Citizen 14

Lois Wellington resides at 515 South High Street; spoke on behalf of her son. Mrs. Wellington stated her son had not yet moved into his house and she kept one light burning at all times, her first utility bill was \$20.00, the second was \$40.00 with still one light burning and now the third is \$302.38 with one light still burning. She stated her bill has also risen \$100.00 and she has had her home winterized.

Citizen 15

Councilman Greg McLemore speaking as a citizen stated he resides at 204 Madison Street; he echoes the words he has heard from so many people whose utility bills are higher than their mortgage. Councilman McLemore stated when he goes out of town the utility bill never goes down. He has asked the Electric Department to explain and their response was they did not know and he stated this was unacceptable. He stated he is speaking for the citizens and there is a solution to this problem. The City does not need to keep charging these citizens for things that they are not using. He also added that Council has the authority to change this situation with four votes. Councilman McLemore stated the citizens cannot afford to pay money just because the City needs more money. Council needs to make a decision to lower expenses for the citizens and stop charging for water and garbage when these things are not being used.

Citizen 16

Sylvia Lankford who resides at 565 Laurel Street; stated she has compared her January, February and March utility bills from last year to this years and they have doubled. Mrs. Lankford is a former resident of Smithfield and if she had known this, she would never have moved here. She also added there should be more extensions than just two a year.

AMENDMENTS TO AGENDA

Mayor Johnson-Ashburn asked if there were any Amendments to the Agenda.

Vice-Mayor Cheatham made a motion to amend the Agenda, to move the Electric Utility Rate Report from the City Manager's Report from 4, A1, to 1A. The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote (Councilman Blythe absent).

Mayor Johnson-Ashburn asked if there were anymore Amendments to the Agenda.

Councilman McLemore made a motion to amend the Agenda to make a policy to correct the utility bill situation and make a promise in the form of adopting or passing a resolution that Council is determined to address this problem and not just move on. Council McLemore stated that the citizens are here tonight therefore, we can discuss this problem and we can make a decision to take positive action in order to correct this problem. The motion was seconded by Councilwoman Murphy.

The motion was not approved with the vote as follows:

Mayor Johnson-Ashburn, NAY; Vice-Mayor Cheatham, NAY; Councilman McLemore, AYE; Councilman Burgess, NAY; Councilwoman Hilliard, NAY; Councilwoman Murphy, NAY; (Councilman Blythe absent).

Councilman McLemore stepped out of the meeting at 7:48 p.m.

Councilman McLemore returned to meeting at 8:05 p.m.

Electric Utility Rate Report

Manager Martin was directed by Council to prepare a summary report of the status of staff efforts thus far to address recent customer electric utility billing concerns. Manager Martin was contacted in early March and advised that a group of citizens had gathered on February 27th to discuss concerns about their electric utility bills. A meeting was scheduled for March 5th with a small group of representatives for this group of concerned citizens. Manager Martin met with the group to answer questions and to solicit their input particularly specific details of individual customer concerns. The group indicated their intentions to work cooperatively with Manager Martin and other City Officials to address their concerns and that they planned to attend the City Council Meeting on March 11th to publicly share their comments and make the City Council aware. To accommodate those concerned citizens, Council charged Manager Martin (who enlisted the assistance of various levels of City Staff) to accumulate pertinent information and to document related citizen concerns expressed and to respond to requests for assistance. At last count, thirty three customers from throughout the customer base requested Power & Light Staff to reread their meters. As, requested these meters were reread and no discrepancies were identified. Three customers requested further evaluation of their homes and their circumstances particularly heating equipment. All three customers had higher than average electric consumption or usage. Upon being invited to the residences, staff observed that two of the customers had their emergency heat engaged on their Heating system thermostat controls. The third customer did not have the thermostat setting for emergency heat engaged; however, the heating system was not functioning and causing prolonged usage of the emergency heat strips to compensate as the sole heating source for the home.

At last report, billing staff had received fifteen related customer inquiries. Manger Martin stated, he personally received an additional fourteen related customer contacts since the March 11th Meeting. Manager Martin stated he has researched billing and usage data on these customers including the concerned citizen group representatives with whom he met earlier this month and those customers who had submitted copies of their bills requesting analysis. Manager Martin has reviewed customer records for the past three winter seasons for comparison purposes. Manager Martin also stated he has begun contacting the individual customers to review findings and to discuss next steps including offering the City's free staff energy analysis of their residence if they are interested. In summary, related individual customer direct contacts since the last meeting total twenty nine excluding the thirty three meter reread requests. When evaluating customer accounts and inquiries received, the pattern clearly shows a direct

correlation to the seasonal fluctuations in outside temperature readings over the last three winter seasons. It is noteworthy that staff analysis verifies that a very large number of the City's residential electric customers rely upon electric baseboard equipment as their primary heating source. Also, it is acknowledged that a number of the City's customers are lower income and residing in some of the oldest and most energy inefficient homes. The City is committed to helping income qualifying homeowners and renters receive assistance during extreme weather conditions. In response to customer concerns, Manager Martin also had staff demonstrate the City's meter reading equipment. The City Staff has field tested the equipment and Manager Martin has personally verified random meter readings at residences during the process and found no irregularities. Manager Martin has through experience and contacts with other energy companies verified that the Automatic Meter Reading, (AMR) technology and billing software used by the City are industry standard and almost universally utilized by utilities large and small. Manager Martin stated he wants to assure the citizens, all customers and the City Council that he intends to do everything within his ability to ensure that the entire City Government continues providing the best service possible. He pledged that Staff stands ready to continue to address customer concerns and report outcomes as directed by the City Council. Manager Martin implored each customer to become as informed as possible and manage their energy usage wisely. Manager Martin included a power point and reviewed examples of customer usage as compared to system wide customer average usage. He expressed concern about significantly higher electric usage by some of the customers evaluated than the average usage of all customers.

Mayor Johnson-Ashburn stated that Council did not want the citizens to leave tonight feeling that Council does not understand or care but it is essential that concerned citizens go to staff and present your individual case in order to collect the data that is needed to do research. Staff is looking into having a third party engaged to check city meter reading equipment for accuracy and also maybe purchasing Blower Door equipment.

Councilman McLemore thanked Manager Martin for preparing such a detailed report. Councilman McLemore inquired if the City will consider separating the utility bill in order to assist the citizens in paying what they actually use.

Manager Martin answered it would certainly be additional cost to do separate billing for each service, but he has not researched the cost or other aspects of such a change.

Resolutions for Special Recognition of Retirees (Mickey Futrell, Pat Futrell, Butch Turner)

Mayor Johnson-Ashburn read Resolutions to honor Retirees Mickey Futrell, Pat Futrell and Butch Turner. She then asked them to come forward for presentation of these Resolutions.

Due to the lateness of the hour, Mayor Johnson-Ashburn asked City Attorney Williams if Council could further adjust the Agenda to move the Public Hearings.

City Attorney Williams replied Council could move the Public Hearings up if desired.

Mayor Johnson-Ashburn requested a motion to amend the Agenda by moving the Virginia Resources Authority Resolution – Rural Development Loan Refinancing – Davenport and the Public Hearings for discussion now. A motion was made by Vice-Mayor Cheatham. The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote (Councilman Blythe absent).

Virginia Resources Authority Resolution – Rural Development Loan Refinancing – Davenport

Mrs. Rollins introduced Kyle Laux 1st Vice President of Davenport which presented the Resolution for the refinancing of existing city debt with Virginia Resources Authority. At the March 11, 2013 City Council Meeting, Davenport presented information pertaining to the opportunity to refinance existing 2002 Rural Development General Fund Debt used to fund improvements to the City Hall building with the Virginia Resources Authority (VRA). Mr. Laux explained that City Council will need to take official action to adopt the Resolution authorizing the issuance and sale of the General Obligation Refunding Bonds associated with the refinancing. The following specifics were given:

Background

- | | | | |
|-----------------------------|-------------|------------------------|---------------------|
| • Est. Par Amt Outstanding: | \$2,230,000 | Current Interest Rate: | 4.625% |
| • Debt Service | | Final Maturity: | FY 2043 |
| Monthly: | \$ 11,550 | Prepayment Feature: | Anytime w/o Penalty |
| Annual: | \$ 138,600 | | |

Estimated Refunding Highlights

- | | | | |
|-----------------------------|------------|-----------------------|---------|
| • Total Savings: | \$ 509,600 | All-In Interest Cost: | 3.95% |
| • Net Present Value Savings | 9.54% | Final Monthly: | FY 2039 |
| • Average Annual Savings | \$ 113,150 | | |

Mayor Johnson-Ashburn called for questions.

Councilman McLemore asked what the cost to the City was for the refinancing.

Mr. Laux answered the cost to the City would be about \$30,000 and is included in the financing estimates.

A motion was made by Vice-Mayor Cheatham to approve the Virginia Resources Authority Resolution-Rural Development Loan Refinancing as recommended by Davenport and the City Manager. The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote (Councilman Blythe absent).

PUBLIC HEARINGS

Hearing #1

Rezoning Application – 62.8 Acre Parcel on South Street Adjacent to the Route 58 By-Pass

Mr. Goodwin presented the request for rezoning. The applicant for rezoning is Mid-Atlantic Communities, LLC owner and Jason M. Janson (contract purchaser) of certain property containing approximately 62.8 acres located on the southern portion of South Street adjacent to the Route 58 by-pass in the City of Franklin, Virginia. The request is to rezone the approximately 62.8 acre parcel from R-1 One-Family Residence and R-2 General Residence District to B-3 General Business District. The 68-8 acre parcel is currently known as a portion of City of Franklin Tax Parcel No. 153-(213)-3.

The property which is the subject of this rezoning application is currently vacant; however, the property has been previously approved for the development of a 149 lot medium density residential subdivision. Due to the properties close proximity to the Route 58 by-pass the owner wishes to seek the highest and best use for the property as a tool to boost economic development and job creation as opposed to by-right residential development that would result in an undesirable fiscal impact and strain on city services.

Amanda Jarratt, President of Franklin Southampton Economic Development, Inc. gave a brief power point presentation which addressed both public hearings. Mrs. Jarratt stated the process of rezoning this project will very likely bring business to the City and in the process create job opportunities for the City's residents. Mrs. Jarratt also stated that the Planning Commission recommended this rezoning be approved with a 6-1 vote.

Councilman McLemore asked which member of the Planning Commission was not in favor of the rezoning project.

Mrs. Jarratt answered Ms. Carolyn Williams voted not in favor of this rezoning project stating her concern was traffic related, but this project will not affect residential streets in the City in any way. In fact, it is believed it will relieve some city streets of traffic by providing an alternative route when the proposed service road is completed to connect with Pretlow Industrial Park.

Councilwoman Hilliard asked what affect this project would have on Dorchester Street.

Mr. Goodwin answered this project would not affect Dorchester Street.

Hearing #2

Text Amendments the Sign Ordinance

Mr. Goodwin introduced the second Public Hearing which is a joint request from FSEDI and the Department of Community Development as it relates to the attraction of new business investment in the City of Franklin. This is a request for two changes to the sign ordinance:

1. Is to define and allow route 58 Corridor high-rise signs. The purpose of these signs is to attract the types of business and industries that will serve non-local traffic traveling the route 58 by-pass.
2. Define what a Business Park is and allow them the same freestanding sign as a shopping center.

The proposed amendments were unanimously approved by the planning commission on February 28, 2013 with the following concerns expressed for the corridor: high-rise signs:

1. In an effort to reduce the number and spacing of the signs the minimum three acres was recommended to be changed to five acres to minimize the number of these signs.
2. To protect residential properties in the area it was recommended that the signs be located at least 200 feet from a residentially zoned property.

Mr. Goodwin reported Staff agrees with the 200 foot distance from a residentially zoned property. However, upon further investigation of increasing the minimum acreage from three acres to five acres Staff has the following concerns. The location of the proposed access road that is planned for the by-pass would run parallel to the by-pass at variable distances. The furthest would be approximately 700 feet and the closest being approximately 300 feet. Due to the varying circumstances that may arise as development occurs, to be more flexible and to limit any self inflicted hardships that would put the City in a position to lose a potential business, staff recommends the three acre minimum lot size be maintained. Other Cities already have these ordinances in place that allow these signs. If we put this project in place, this will also encourage the creation of job opportunities and flexibility is necessary.

Mayor Johnson-Ashburn opened the Hearing to the Public for questions or comments on the Rezoning Application – 62.8 Acre Parcel on South Street Adjacent to the Route 58 By-Pass.

Felecia Blow, Secretary of the Franklin, Southampton Economic Development, Inc. (FSEDI). Board of Directors

On behalf of FSEDI, Mrs. Blow stated support for both Public Hearing actions proposed as recommended by staff.

Mayor Johnson-Ashburn thanked Mrs. Blow for her service to the City of Franklin as the City's representative to the FSEDI Board.

Michael Clark; President of Chamber of Commerce

Mr. Clark supports both Public Hearing actions.

Megan Council resides at 1451 Clay Street

Ms. Council speaks on the behalf of the younger generation of the City of Franklin; she supports both Public Hearing actions related to the rezoning and the text amendments.

John Rabil; Small Business Owner in the City of Franklin

Mr. Rabil supports both Public Hearing actions.

Herbert Cobb resides at 408 Cobb Street

Mr. Cobb supports both Public Hearing actions.

Tim Bradshaw serves on the Downtown Franklin Association Board of Directors as well as is a small business owner in the City of Franklin

Mr. Bradshaw supports both Public Hearing actions.

Mayor Johnson-Ashburn closed the Public Hearings at 9:03 p.m. and invited Council to make comments or submit questions.

Councilwoman Murphy spoke in favor of the Public Hearing actions.

Councilman McLemore spoke in favor of the Public Hearing actions and commended Mrs. Jarratt for her efforts and stated he appreciates her forward thinking on these projects.

Councilwoman Hilliard supports both Public Hearing actions.

Vice-Mayor Cheatham is in support of both Public Hearing actions.

Mayor Johnson-Ashburn is also in support of both Public Hearing actions.

A motion was made by Councilwoman Hilliard to rezone the property located on the south side of South Street adjacent to Route 58 By-Pass from R-1 one family residence district and R-2 general residence district to B-3 general business. The motion was seconded by Vice-Mayor Cheatham and passed with a 6-0 vote (Councilman Blythe absent).

The Mayor asked if there were any questions concerning Text Amendments to the Sign Ordinance.

Councilman McLemore asked if the signs would affect any other areas besides Pretlow in Franklin.

Mr. Goodwin confirmed that the text amendments would to some degree affect the business zones in the City of Franklin. He noted the high rise signs were limited to the U.S. 58 Corridor.

Mayor Johnson-Ashburn opened the Public Hearing for the Text Amendments the Sign Ordinance at 9:11 p.m.

Manager Martin requested that the relevant comments from the first Public Hearing be noted in the record for this Public Hearing as well.

Mayor Johnson-Ashburn confirmed the record would reflect this with every citizen present that spoke in the first Public Hearing.

Felecia Blow, Secretary of the Franklin, Southampton Economic Development, Inc. Board of Supervisors

Mrs. Blow supports both Public Hearing actions.

Michael Clark; President of Chamber of Commerce

Mr. Clark supports both Public Hearing actions.

Megan Council resides at 1451 Clay Street

Ms. Council supports both Public Hearing actions.

John Rabil; Small Business Owner in the City of Franklin

Mr. Rabil supports both Public Hearing actions.

Herbert Cobb resides at 408 Cobb Street

Mr. Cobb supports both Public Hearing actions.

Tim Bradshaw serves on the Downtown Franklin Association Board of Directors as well as is a small business owner in the City of Franklin

Mr. Bradshaw supports both Public Hearing actions.

Dan Howe, Director of Downtown Franklin Association

Mr. Howe spoke in favor of both Public Hearing actions.

Mayor Johnson-Ashburn closed the Public Hearing and invited Council for comments or questions at 9:15 p.m.

Councilman Burgess asked the definition of Business Park and does the City of Franklin have one.

Mr. Goodwin defined a Business Park as a subdivision of properties used for commercial purposes and he gave an example of Commerce Park as being considered a Business Park.

Mayor Johnson-Ashburn asked Mr. Goodwin to explain the recommendation from Staff to approve Option B.

Mr. Goodwin explained the Option B – Ordinance means an on-premise freestanding sign that is located on any parcel of land zoned B-3 General Business or Industrial with any part of the parcel located within 500 feet of the Route 58 By-pass right of way within the cooperate limits of the City of Franklin. These signs shall be permitted for businesses and developments for the purpose of attracting non-local traffic from the by-pass. Such signs shall be allowed within the cooperate limits of the City. Route 58 corridor high-rise signs shall be allowed when the following requirements are met:

1. There shall be no more than (1) high-rise sign structure per parcel.
2. All parcels shall be three (3) acres or larger in size.
3. The high-rise sign structure shall have no more than (4) individual signs.
4. The maximum sign height shall be 190 feet and.
5. The high-rise signs shall observe a setback requirement of twenty (20) feet from all street right of way or lot boundary lines. However, there shall be no setback from the Route 58 by-pass right of way.
6. Route 58 corridor high-rise signs shall be located no closer than 200 feet from a residentially zoned property.
7. If a high-rise sign is utilized, only one other freestanding monument ground sign will be allowed in accordance with section 22.3 (b) (2) (a) (4).
8. Directional signs for internal traffic circulation shall be allowed so as not obstruct sign vision at intersections within a public way.
9. All Route 58 Gateway high-rise signs shall comply with all other local, state and federal regulations.

The zoning administration shall interpret the above requirements of the definition for Route 58 corridor high-rise sign locations for close proximity to residentially zoned property, the Route 58 By-pass and to each other in keeping with the purpose and intent of this article under the following circumstances:

- a) The site is exceptionally narrow or shallow, has an odd size, shape or topography or is otherwise unusual in physical dimension.
- b) There exists a unique relationship to adjacent properties or properties in the general vicinity.

A motion was made by Vice-Mayor Cheatham to Amend Section 28.7 of the Zoning Ordinance as recommended by staff relating to Definitions Option B. The motion was seconded by Councilwoman Murphy and passed with a 6-0 vote (Councilman Blythe absent).

A motion was made by Vice-Mayor Cheatham to Amend Section 28.7 of the Zoning Ordinance as recommended by staff relating to Freestanding Signs. The motion was seconded by Councilwoman Murphy and passed with a 6-0 vote (Councilman Blythe absent).

CONSENT AGENDA

City Council Minutes from the March 11, 2013 Regular Meeting

Mayor Johnson-Ashburn briefly excused herself. In her place Vice-Mayor Cheatham temporarily assumed the role as Chair of the Council. Vice-Mayor Cheatham requested approval of the Minutes for the City Council Meeting that was held on March 11, 2013.

A motion was made by Councilman Burgess to approve the Minutes for the City Council Meeting that was held on March 11, 2013. The motion was seconded by Councilwoman Murphy and approved with a 5-0 vote (Mayor Johnson-Ashburn and Councilman Blythe absent).

Manager Martin asked for approval of the Retiree Resolutions that were presented earlier.

A motion was made by Councilwoman Murphy to approve the Resolutions for the Retirees: Mickey Futrell, Pat Futrell, and Butch Turner. The motion was seconded by Councilwoman Hilliard and passed with a 5-0 vote (Mayor Johnson-Ashburn and Councilman Blythe absent).

Departmental Reports (provided in a separate file)

Vice-Mayor Cheatham asked if there were any questions concerning the Departmental Reports. There were no questions or comments concerning the Departmental Reports.

Mayor Johnson-Ashburn returned to the City Council Meeting in progress.

Treasurer’s Report on Delinquent Collections

Mrs. Babb reviewed a listing of the Delinquent Taxes owed to the City of Franklin as of March 18, 2013:

Real Estate :	\$280,230.75
Personal Property:	\$171,664.40
Business License:	\$ 6,807.65
Meals & Lodging:	\$ 27,105.65

Total Delinquent Taxes: \$485,808.45

Debt Set Off

Mrs. Babb also informed Council since November-January the Treasurer’s Department has submitted 3,916 claims to the Virginia Department of Taxation. As of March 15, 2013 we have received 71 returns for a total of \$18,254.85 applied to delinquent personal property taxes, delinquent real estate taxes inactive utilities.

Virginia Auction

Mrs. Babb informed Council since August the Treasurer’s Department has had nine vehicle seizures with a total of \$1,380.64 collected in delinquent taxes. Of the seizures, three have not been redeemed and sold at auction.

Unclaimed Property

Mrs. Babb also informed Council since last reported the Treasurer’s Department has received 129 claims with a total of \$1,587.01 applied to delinquent accounts.

Vice-Mayor Cheatham asked Mrs. Babb when will she be writing off the Business License that is dated back to 2007.

Mrs. Babb answered she is working with an attorney to work on this before charging off any additional amounts.

Councilwoman Murphy asked what was the time frame for collecting these delinquent accounts.

Mrs. Babb answered collections can go back up to five years before doing charge offs.

Vice-Mayor Cheatham asked about the meal tax delinquent accounts.

Mrs. Babb answered of the four accounts, one is in bankruptcy and the other three are on payment plans.

Financial Report – February 2013

Mrs. Rollins gave highlights of the Financial Report for February 2013:

- With eight months of Fiscal Year 2013 completed, revenues continue to track slightly higher when compared to the prior year as expected and compare favorably to the budget
- As of February 28, the City has realized \$2.48 million in current real estate tax or 48% of budget, a gain as expected over prior year collections which were \$2.32 million
- Personal Property tax collections were \$1,177,375 or 89.6% of budget and slightly higher than prior year receipts of \$1,153,389.
- Other local taxes collected through February were \$3.46 million or 67% of budget.

General Fund

- Local Sales Taxes – Revenue collected at February 28 was \$1,179,000 70% of budget; when compared to the prior year, this is a 10.3% increase.
- Cigarette Taxes – Revenue of \$241,500 at February 28 surpasses prior year period revenues of \$156,805 by 54%.
- Restaurant Meals Taxes – Revenue collected in the first half of the fiscal year amounted to \$839,000 or 67% of budget and is 3.2% more than the prior year.
- Lodging Taxes – Revenue of \$107,000 represents a 10.6% increase from the prior year.
- Motor Vehicle License – Revenue of \$126,000 at February 28 is generally consistent with the prior year.
- Consumer Utility Taxes – The decline in this revenue source from the prior year is primarily attributed to an accounting change in the remittance of Consumer Utility Taxes due to outside cities/counties.

Water & Sewer Fund

- Revenue from the sale of water and sewer service charges of \$1.99 mil at February 28 remains in line with budgeted projections.
- Expenditure Analysis – Expenditures of \$1.59 mil at the end of the month reflect a decrease from the \$2.0 mil spent at this time in FY 2011-12, largely due to sewer system improvement projects that were completed in the prior year.

Airport Fund

- Fuel sales at February 28 were \$74,000, increasing just a little over \$5,000 from the prior month. Revenue from jet fuel sales are 38% of budget compared to 46% for aviation fuel sales. Other local revenue consists primarily of airport rental fees and other revenue totaling \$48,000 which is tracking slightly higher than prior year collections. Total revenue is higher due to federal grant funds received for the airport runway/lighting/taxiway project.

Electric Fund

- Tracking close to budget at 66%, revenue in the Electric Fund totaled \$9.6 mil at February 28.

Cash Balance

- Cash in the Electric Fund at February 28 was \$287,764, a decrease of \$102,000 or 26% from January 31. The trend for the year remains upward overall.

OLD/NEW BUSINESS

Hazard Mitigation Grant Announcement (Emergency Shelter Generator Quick Connect)

Manager Martin informed Council that the Federal Emergency Management Agency has approved the project titled "City of Franklin Emergency A.T.S. Generator Hookups." The funds have been obligated through the Hazard Mitigation Grant Program. He then introduced Donald Goodwin, Director of Community Development to review Hazard Mitigation Grant details. Mr. Goodwin stated the project is to provide the required hook-ups, transformers, and connections for a new generator at the City's designated shelter at Franklin High School. This project includes the manual transfer switches and safety fencing to protect a new 750KW generator, as well as all the wiring, equipment, and electrical components. The work will provide a new 2000 amp sub feed panel to provide power to the shelter's fire protection system, emergency lighting, kitchen appliances, and bathroom fixtures. The project will also include the updating of the building service transformer at the school to accommodate the required voltage for the building's system. A new emergency generator hookup is critical with respect to the loss of power as this project will provide a safe and cost-effective means of rapidly restoring power during critical shelter usage during emergency events. The shelter is designed to serve the City of Franklin and, during some events, Southampton County and Isle of Wight County in times of need.

Mayor Johnson-Ashburn asked how much this project would cost.

Mr. Goodwin answered \$120,000.00 with some of the required match being in-kind.

Councilman Burgess asked what the time line was for this project to be completed.

Mr. Goodwin replied the grant has to be closed in 19 months but Mark Bly, Director of Power & Light stated up to 6 months would be necessary to complete the project construction activity.

Councilman McLemore asked why this project would take 6 months to complete and inquired if our Power & Light Department can do this project.

Mr. Goodwin replied that this project requires licensed electricians to complete. The Power & Light Department will provide assistance as appropriate which will be a share of the in-kind match.

Councilman McLemore inquired about in case of emergencies could we store the Health Department's vaccines at the shelter or elsewhere.

Manager Martin replied the staff could research this if the the Health Department is interested in looking at alternatives.

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

Vice-Mayor Cheatham reported on the Western Tidewater Regional Jail Board Meeting, he stated if the Governor signs the Budget; the Regional Jail will have increased funding next year from the State and reduce or eliminate the need for any increased local funding.

Vice-Mayor Cheatham reported on the Business Friendly Committee Meeting where discussions were held about reasons why some past businesses left the City of Franklin, the hours for the Farmer's Market, rezoning and signage and a City Staff report was given on empty building spaces on Armory Drive. There are: 171 Store Fronts, 35 Vacancies and 136 Active Businesses.

Vice-Mayor Cheatham also reported on the Hampton Roads Planning District Committee, he stated the topic of discussion was the Regional Benchmark Study.

Mayor Johnson-Ashburn requested to be notified of the scheduling of the Citizen's Utility Meeting with Manager Martin.

Mayor Johnson-Ashburn requested a motion to go into Closed Session.

Manager Martin suggested deferring the Closed Session due to the lateness of the meeting.

ADJOURN

A motion was made by Councilwoman Murphy to adjourn the City Council Meeting. The motion was seconded by Vice-Mayor Cheatham and passed with a 6-0 vote (Councilman Blythe absent).

The March 25, 2013 City Council Meeting was adjourned at 9:50 p.m.

PUBLIC HEARINGS

A. Virginia Department of Transportation Beautification Project

B. Virginia Public School Authority Capital Project Financing Resolution



601 N. Mechanic Street ♦ Suite 300 ♦ Franklin, VA 23851 ♦ 757-562-1958
Fax 757-562-0486 ♦ www.franklinsouthamptonva.com

April 2, 2013

To: Franklin City Council

Copy to: R. Randy Martin, City Manager
H. Taylor Williams IV, City Attorney

From: Amanda C. Jarratt
President & CEO

Reference: VDOT Comprehensive Roadside Management Program

The Comprehensive Roadside Management Program (program) is administered by the Virginia Department of Transportation (department), and enables private businesses, civic organizations, communities, individuals and local governments an opportunity to improve the appearance and safety of the state maintained right-of-way or real property, by participating in the project development, establishment, and maintenance of landscaping activities within the state maintained right-of-way.

Signs acknowledging the name or logo, or both, of participating entities may be authorized for erection at the project site in accordance with 24 VAC 30-121-40. In order to participate there are minimum contributions established by the Virginia Department of Transportation as follows:

- Noncontrolled access primary and secondary highways: \$7,500 contribution.
- Controlled access primary and secondary highways: \$8,500 contribution.
- Interchanges on controlled access primary and secondary highways: \$10,000 contribution.
- Interstate interchanges: \$20,000 contribution.

The Comprehensive Roadside Management Program allows localities to leverage private dollars to fund landscaping improvements to publicly owned property. It also allows signage opportunities in locations that would not otherwise be allowed by VDOT. The signage specifications are set out in the Administrative Code of the Code of Virginia and are approved through the Virginia Department of Transportation.

The only interchange that has received significant focus from the City of Franklin is the interchange of Highway 58 and Armory Drive (Route 671). Through participation in this program we are hopeful that we can leverage private dollars to make significant improvements at the two additional interchanges in the City of Franklin.

Participation in this program allows our community to leverage private dollars to beautify our interchanges and allows additional signage opportunities for businesses in our community. There is no cost to the City of Franklin for participation in this program and all of the costs for maintenance and planting are obtained through the private donations. Participation in this program will contribute significantly to our ability market property along Highway 58 and our interchanges.

Recommended Action

Hold the required public hearing. Allow the public comment period to remain open for an additional 14 days. Adopt the attached resolution.

PUBLIC HEARING

CITY OF FRANKLIN, VIRGINIA

The Franklin City Council will convene a public hearing on Monday, April 8, 2013 at 7:00 P.M. at the regular city council meeting being held in the City Council Chambers at City Hall, 207 W. Second Avenue, Franklin, Virginia. The purpose of such meeting is to receive public comments regarding the City of Franklin requesting the Virginia Department of Transportation to approve a project for roadside beautification of the City of Franklin in conjunction with the City's Gateway Enhancement project. The Master Plan will be on public display in the Department of Community Development for review. City staff and project team members will be available to take public comments.

Donald Goodwin, CBO, CFM
Director of Community Development

Please run in the Tidewater News legals on Sundays, March 24th and 31st, 2013.



RESOLUTION

WHEREAS, the City of Franklin, in accordance with the Virginia Department of Transportation’s *Comprehensive Roadside Management Plan*, requests the Commonwealth Transportation Board to establish a project for the roadside beautification of the City of Franklin, and

WHEREAS, the Virginia Department of Transportation (VDOT) requires a formal resolution from the local governing body, adopted subsequent to a public hearing during which the proposed landscaping activities are made available for review, and

WHEREAS, the City of Franklin will follow the General Rules and Regulations of the Commonwealth Transportation Board (Sections 24VAC 30-20-20,24 VAC 30-20-80), and the Land Use Permit Manual (24 VAC30-150 et seq.), and

WHEREAS, the City of Franklin will apply for and anticipate approval for a Land Use Permit from VDOT, and

WHEREAS, The City of Franklin assumes full responsibility for maintenance of the presented program for highway beautification, and

BE IT FURTHER RESOLVED, that the City of Franklin hereby agrees to have available to VDOT the Corridor Master Plan at all times, will assume responsibility for maintenance of described project, and will comply by all rules and regulations detailed in VDOT’s Comprehensive Roadside Management Program.

Adopted this ____ day of _____, _____, Virginia by the City Council of the City of Franklin, Virginia.

APPROVED:

ATTEST:

Mayor, _____

City Clerk

FRANKLIN, VIRGINIA

DATE: MARCH 2013

NTS

COMPREHENSIVE ROADSIDE MANAGEMENT PROGRAM *PHASE I*

 INDICATES ENLARGED VIEW OF
POTENTIAL GARDEN LOCATIONS

PHASE I STATISTICS:

- (12) POTENTIAL INTERSECTIONS/
INTERCHANGES
- (30) POTENTIAL GARDENS WITHIN
THESE IDENTIFIED AREAS



NOT TO SCALE



April 3, 2013

TO: Randy Martin
City Manager

FROM: Melissa D. Rollins 
Director of Finance

RE: **Virginia Public School Authority (VPSA) Spring Bond Pool Financing-
School Capital Projects**

At the March 25, 2013 City Council work session, Dr. Michelle Belle, Division Superintendent, presented an overview of the proposed \$1.89 million in School Capital Projects planned from anticipated proceeds from the 2013 VPSA Spring Pool Bond Sale. **(Attachment A)**

In accordance with Section 15.2-2606 of the Code of Virginia, a public hearing is required on the proposed bond issuance. The public hearing notice has been duly published in the local newspaper on March 24th and March 31st. **(Attachment B)**

The amount of the requested proceeds, \$2,020,000, includes the cost of issuance. A preliminary debt service schedule provided by VPSA reflects favorable interest rates ranging from 2.05% to 3.30% during the 20 year loan period. During the FY13-14 budget, an estimated interest only payment in the amount of \$36,000 will be required. Subsequent payments are estimated at \$128,000 (average) annually.

In addition localities must adopt a resolution authorizing the bond issue and execution of the bond sale agreement no later than April 12th in accordance with the VPSA financing schedule. **(Attachment C).**

Required Action by City Council: Conduct the public hearing to hear comments pertaining to the bond sale issuance and if agreeable, adopt the resolution authorizing the bond issue and execution of the bond sale agreement.

ATTACHMENT A

<u>Project</u>	<u>Description</u>
FHS Roof Restoration	Restore the roof at Franklin High School. This project includes complete cleaning, repair, upgrade to existing details, and re-coating of existing white roofs with high performance urethane coating system. Also includes new comprehensive Ten Year Labor and Material Warranty which provides for twice per year inspections and preventive maintenance.
JPK Roof Replacement	Replace the roof at JP King Middle School. This project includes complete removal and disposal of existing system, installation of new insulation, roof system, flashing, metal work and accessories.
Roof Repair	Repair roof at Charles Street Gym. This project includes repairs and maintenance to get existing roof water-tight. After repairs are complete, any further leaks will be fixed at no charge for a period of one year.
Bleachers Replacement	Remove existing and install new upgraded bleachers at SP Morton Elementary School.
Breezeway Enclosure	Construct security walls to enclose breezeway at Franklin High School.
Resurfacing Track	Install Maxflex BL 3/8inch track surface at Franklin High School. Layout and restripe track according to NFSHSA standards.
Buses	Purchase two 64 passenger Thomas school buses.
HVAC Replacement	Remove existing and replace with new HVAC units at JP King Middle School.
Replace Ovens	Replace existing ovens with Combi Oven at Franklin High (one oven), JP King Middle (one oven) and SP Morton Elementary (two ovens) schools.

Question 3 –

<u>Project</u>	<u>Phase</u>	<u>Estimated Cost</u>	<u>Estimated Useful Life</u>	<u>Estimated Completion Date</u>
FHS Roof Restoration		\$628,000	30 years	October 31, 2013
JPK Roof Replacement		\$898,565	30 years	September 1, 2014
Roof Repair		\$14,895	15 years	August 1, 2013
Bleachers Replacement		\$43,758	30 years	August 31, 2013
Breezeway Enclosure		\$40,000	40 years	July 31, 2013
Resurfacing Track		\$89,160	15 years	August 31, 2013
Buses		\$81,140	15 years	August 31, 2013
HVAC Replacement		\$27,500	15 years	August 31, 2013
Replace Ovens		\$75,716	20 years	September 1, 2013
	Total	\$1,898,734		

ATTACHMENT B

**NOTICE OF PUBLIC HEARING ON PROPOSED ISSUANCE OF
BONDS BY THE CITY OF FRANKLIN, VIRGINIA FOR
CAPITAL PROJECTS FOR SCHOOL PURPOSES**

Pursuant to Section 15.2-2606 of the Code of Virginia of 1950, as amended, notice is hereby given that the City Council of the City of Franklin, Virginia (the "Council") will hold a public hearing on the proposed issuance by the City of Franklin, Virginia (the "City"), without a referendum and subject to final approval, of bonds in an aggregate principal amount not to exceed \$2,020,000 (the "Bonds") to finance (i) roof repairs and replacements for various school buildings, (ii) bleacher replacement at SP Morton Elementary School, (iii) the purchase of school buses, (iv) HVAC unit replacement at JP King Middle School, (v) new ovens at City schools, (vi) track re-surfacing of Franklin High School, (vii) a breezeway enclosure at Franklin High School and (viii) the cost of issuance of the Bonds. The Bonds may be issued from time to time and in one or more series. It is anticipated that all of the Bonds will be secured by the full faith and credit of the City and will be sold to the Virginia Public School Authority.

The public hearing, which may be continued or adjourned, will be held at 7:00 p.m. on Monday, April 8, 2013, before the Council at a regular meeting in the Council Chambers located at City Hall, 207 West Second Avenue, Franklin, Virginia 23851. Any person interested in the issuance of the Bonds or the purpose for which they are being issued may appear at the hearing and present his or her views.

CITY OF FRANKLIN, VIRGINIA
City Manager

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$2,020,000 GENERAL OBLIGATION SCHOOL BONDS
OF THE CITY OF FRANKLIN, VIRGINIA, SERIES 2013A,
TO BE SOLD TO THE VIRGINIA PUBLIC SCHOOL AUTHORITY
AND PROVIDING FOR THE FORM AND DETAILS THEREOF.**

WHEREAS, the City Council (the “Council”) of the City of Franklin, Virginia (the “City”), has determined that it is necessary and expedient to borrow an amount not to exceed \$2,020,000 and to issue its general obligation school bonds for the purpose of financing certain capital projects for school purposes; and

WHEREAS, the City held a public hearing, duly noticed, on April 8, 2013, on the issuance of the Bonds (as defined below) in accordance with the requirements of Section 15.2-2606, Code of Virginia 1950, as amended (the “Virginia Code”); and

WHEREAS, the School Board of the City has, by resolution, requested the Council to authorize the issuance of the Bonds and consented to the issuance of the Bonds; and

WHEREAS, the Bond Sale Agreement (as defined below) shall indicate that \$1,920,000 is the amount of proceeds requested (the “Proceeds Requested”) from the Virginia Public School Authority (the “VPSA”) in connection with the sale of the Bonds; and

WHEREAS, VPSA’s objective is to pay the City a purchase price for the Bonds which, in VPSA’s judgment, reflects the Bonds’ market value (the “VPSA Purchase Price Objective”), taking into consideration such factors as the amortization schedule the City has requested for the Bonds relative to the amortization schedules requested by other localities, the purchase price to be received by VPSA for its bonds and other market conditions relating to the sale of the VPSA’s bonds; and

WHEREAS, such factors may result in the Bonds having a purchase price other than par and consequently (i) the City may have to issue a principal amount of Bonds that is greater than or less than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (ii) if the maximum authorized principal amount of the Bonds set forth in section 1 below does not exceed the Proceeds Requested by at least the amount of any discount, the purchase price to be paid to the City, given the VPSA Purchase Price Objective and market conditions, will be less than the Proceeds Requested.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA:

1. **Authorization of Bonds and Use of Proceeds.** The Council hereby determines that it is advisable to contract a debt and issue and sell its general obligation school bonds in an

aggregate principal amount not to exceed \$2,020,000 (the “Bonds”) for the purpose of financing certain capital projects for school purposes, namely (i) roof repairs and replacements for various school buildings, (ii) bleacher replacement at SP Morton Elementary School, (iii) the purchase of school buses, (iv) HVAC unit replacement at JP King Middle School, (v) new ovens at City schools, (vi) track re-surfacing of Franklin High School, (vii) a breezeway enclosure at Franklin High School and (viii) the cost of issuance of the Bonds. The Council hereby authorizes the issuance and sale of the Bonds in the form and upon the terms established pursuant to this Resolution.

2. **Sale of the Bonds.** It is determined to be in the best interest of the City to accept the offer of VPSA to purchase from the City, and to sell to VPSA, the Bonds at a price, determined by VPSA to be fair and accepted by the Mayor and Vice Mayor of the City and the City Manager, any of whom may act, that is substantially equal to the Proceeds Requested, except that the Bonds may be sold for a purchase price not lower than 95% of the Proceeds Requested if issuing the Bonds in the maximum principal amount authorized by Section 1 of this Resolution is insufficient, given the VPSA Purchase Price Objective and market conditions, to generate an amount of proceeds substantially equal to the Proceeds Requested. The Mayor and Vice Mayor of the City, the City Manager and such other officer or officers of the City as any of them may designate, any of whom may act, are each hereby authorized and directed to enter into a Bond Sale Agreement, dated as of April 12, 2013, with VPSA providing for the sale of the Bonds to VPSA. The agreement shall be in substantially the form submitted to the Council at this meeting, which form is hereby approved (the “Bond Sale Agreement”).

3. **Details of the Bonds.** The Bonds shall be dated the date of issuance and delivery of the Bonds; shall be designated “General Obligation School Bonds, Series 2013A”; shall bear interest from the date of delivery thereof payable semi-annually on each January 15 and July 15 beginning January 15, 2014 (each an “Interest Payment Date”), at the rates established in accordance with Section 4 of this Resolution; and shall mature on July 15 in the years (each a “Principal Payment Date”) and in the amounts set forth on Schedule I attached hereto (the “Principal Installments”), subject to the provisions of Section 4 of this Resolution.

4. **Interest Rates and Principal Installments.** The Mayor and Vice Mayor of the City and the City Manager, any of whom may act, are each hereby authorized and directed to accept the interest rates on the Bonds established by VPSA, provided that each interest rate shall be five one-hundredths of one percent (0.05%) over the interest rate to be paid by VPSA for the corresponding principal payment date of the bonds to be issued by VPSA (the “VPSA Bonds”), a portion of the proceeds of which will be used to purchase the Bonds, and provided further that the true interest cost of the Bonds does not exceed six percent (6.00%) per annum. The Interest Payment Dates and the Principal Installments are subject to change at the request of VPSA. The Mayor and Vice Mayor of the City and the City Manager, any of whom may act, are each hereby authorized and directed to accept changes in the Interest Payment Dates and the Principal Installments at the request of VPSA, provided that the aggregate principal amount of the Bonds shall not exceed the amount authorized by this Resolution. The execution and delivery of the Bonds as described in Section 8 hereof shall conclusively evidence such interest rates established by VPSA and Interest

Payment Dates and the Principal Installments requested by VPSA as having been so accepted as authorized by this Resolution.

5. **Form of the Bonds.** The Bonds shall be initially in the form of a single, temporary typewritten bond substantially in the form attached hereto as Exhibit A.

6. **Payment; Paying Agent and Bond Registrar.** The following provisions shall apply to the Bonds:

(a) For as long as VPSA is the registered owner of the Bonds, all payments of principal, premium, if any, and interest on the Bonds shall be made in immediately available funds to VPSA at, or before 11:00 a.m. on the applicable Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption, or if such date is not a business day for Virginia banks or for the Commonwealth of Virginia, then at or before 11:00 a.m. on the business day next succeeding such Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption.

(b) All overdue payments of principal and, to the extent permitted by law, interest shall bear interest at the applicable interest rate or rates on the Bonds.

(c) U.S. Bank National Association, Richmond, Virginia, is designated as Bond Registrar and Paying Agent for the Bonds; provided, however, that the City Manager is hereby given the authority to select a different Bond Registrar and Paying Agent prior to the issuance of the Bonds.

7. **Prepayment or Redemption.** The Principal Installments of the Bonds held by VPSA coming due on or before July 15, 2023, and the definitive Bonds for which the Bonds held by VPSA may be exchanged that mature on or before July 15, 2023, are not subject to prepayment or redemption prior to their stated maturities. The Principal Installments of the Bonds held by VPSA coming due after July 15, 2023, and the definitive bonds for which the Bonds held by VPSA may be exchanged that mature after July 15, 2023, are subject to prepayment or redemption at the option of the City prior to their stated maturities in whole or in part, on any date on or after July 15, 2023, upon payment of the prepayment or redemption prices (expressed as percentages of Principal Installments to be prepaid or the principal amount of the Bonds to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

<u>Dates</u>	<u>Prices</u>
July 15, 2023 through July 14, 2024	101%
July 15, 2024 through July 14, 2025	100½
July 15, 2025 and thereafter	100

Provided, however, that the Bonds shall not be subject to prepayment or redemption prior to their stated maturities as described above without first obtaining the written consent of VPSA or the registered owner of the Bonds. Notice of any such prepayment or redemption shall be given by

the Bond Registrar to the registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

8. **Execution of the Bonds.** The Mayor and Vice Mayor of the City are each authorized and directed to execute and deliver the Bonds, and the Clerk and any Deputy Clerk of the City are each authorized to affix the seal of the City to the Bonds and to attest the same.

9. **Pledge of Full Faith and Credit.** For the prompt payment of the principal of, premium, if any, and the interest on the Bonds as the same shall become due, the full faith and credit of the City are hereby irrevocably pledged, and in each year while any of the Bonds shall be outstanding there shall be levied and collected in accordance with law an annual ad valorem tax upon all taxable property in the City subject to local taxation sufficient in amount to provide for the payment of the principal of and premium, if any, and the interest on the Bonds as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the City to the extent other funds of the City are not lawfully available and appropriated for such purpose.

10. **Use of Proceeds Certificate and Certificate as to Arbitrage.** The Mayor and Vice Mayor of the City, the City Manager and such other officer or officers of the City as any of them may designate, any of whom may act, are each hereby authorized and directed to execute a Certificate as to Arbitrage and a Use of Proceeds Certificate each setting forth the expected use and investment of the proceeds of the Bonds and containing such covenants as may be necessary in order to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable regulations relating to the exclusion from gross income of interest on the Bonds and on the VPSA Bonds. The Council covenants on behalf of the City that (i) the proceeds from the issuance and sale of the Bonds will be invested and expended as set forth in such Certificate as to Arbitrage and such Use of Proceeds Certificate and that the City shall comply with the other covenants and representations contained therein and (ii) the City shall comply with the provisions of the Code so that interest on the Bonds and on the VPSA Bonds will remain excludable from gross income for Federal income tax purposes.

11. **State Non-Arbitrage Program; Proceeds Agreement.** The Council hereby determines that it is in the best interests of the City to authorize and direct the City Director of Finance to participate in the State Non-Arbitrage Program in connection with the Bonds. The Mayor and Vice Mayor of the City, the City Manager, the Director of Finance and such officer or officers of the City as any of them may designate, any of whom may act, are each hereby authorized and directed to execute and deliver a Proceeds Agreement with respect to the deposit and investment of proceeds of the Bonds by and among the City, the other participants in the sale of the VPSA Bonds, VPSA, the investment manager and the depository.

12. **Continuing Disclosure Agreement.** The Mayor and Vice Mayor of the City, the City Manager and such other officer or officers of the City as any of them may designate, any of whom may act, are each hereby authorized and directed to execute a Continuing Disclosure Agreement, as set forth in Appendix F to the Bond Sale Agreement, setting forth the reports and

notices to be filed by the City and containing such covenants as may be necessary in order to show compliance with the provisions of the Securities and Exchange Commission Rule 15c2-12, under the Securities Exchange Act of 1934, as amended, and directed to make all filings required by Section 3 of the Bond Sale Agreement should the City be determined by the VPSA to be a MOP (as defined in the Bond Sale Agreement).

13. **Filing of Resolution.** The appropriate officers or agents of the City are hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of Southampton County, Virginia.

14. **Further Actions.** The members of the Council and all officers, employees and agents of the City are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Bonds and any such action previously taken is hereby ratified and confirmed.

15. **Effective Date.** This Resolution shall take effect immediately.

* * *

The undersigned Clerk of the City of Franklin, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the City Council held on April 8, 2013, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. The following members were present and absent and the foregoing resolution was adopted by at least a majority of all members of the City Council by a roll call vote, the vote being recorded in the minutes of the meeting as follows:

<u>MEMBER</u>	<u>PRESENT/ABSENT</u>	<u>VOTE</u>
Raystine D. Johnson-Ashburn		
Barry W. Cheatham		
Brenton D. "Benny" Burgess		
Gregory L. McLemore		
Mona L. Murphy		
Mary E. Hilliard		
Donald T. Blythe, Sr.		

WITNESS MY HAND and the seal of the City of Franklin, Virginia, this ___ day of April, 2013.

Clerk, City of Franklin, Virginia

[SEAL]

EXHIBIT A

(FORM OF TEMPORARY BOND)

NO. TR-1

\$_____

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
CITY OF FRANKLIN
GENERAL OBLIGATION SCHOOL BOND
SERIES 2013A

The **CITY OF FRANKLIN, VIRGINIA** (the “City”), for value received, hereby acknowledges itself indebted and promises to pay to the **VIRGINIA PUBLIC SCHOOL AUTHORITY** the principal amount of _____ DOLLARS (\$_____), in annual installments in the amounts set forth on Schedule I attached hereto payable on July 15, 2014 and annually on July 15 thereafter to and including July 15, 20__ (each a “Principal Payment Date”), together with interest from the date of this Bond on the unpaid installments, payable semi-annually on January 15 and July 15 of each year, commencing on January 15, 2014 (each an “Interest Payment Date”; together with any Principal Payment Date, a “Payment Date”), at the rates per annum set forth on Schedule I attached hereto, subject to prepayment or redemption as hereinafter provided. Both principal of and interest on this Bond are payable in lawful money of the United States of America.

For as long as the Virginia Public School Authority is the registered owner of this Bond, U.S. Bank National Association, as bond registrar (the "Bond Registrar"), shall make all payments of principal, premium, if any, and interest on this Bond, without the presentation or surrender hereof, to the Virginia Public School Authority, in immediately available funds at or before 11:00 a.m. on the applicable Payment Date or date fixed for prepayment or redemption. If a Payment Date or date fixed for prepayment or redemption is not a business day for banks in the Commonwealth of Virginia or for the Commonwealth of Virginia, then the payment of principal, premium, if any, or interest on this Bond shall be made in immediately available funds at or before 11:00 a.m. on the business day next succeeding the scheduled Payment Date or date fixed for prepayment or redemption. Upon receipt by the registered owner of this Bond of said payments of principal, premium, if any, and interest, written acknowledgment of the receipt thereof shall be given promptly to the Bond Registrar, and the City shall be fully discharged of its obligation on this Bond to the extent of the payment so made. Upon final payment, this Bond shall be surrendered to the Bond Registrar for cancellation.

The full faith and credit of the City are irrevocably pledged for the payment of the principal of and the premium, if any, and interest on this Bond. The resolution adopted by the City Council authorizing the issuance of the Bonds provides, and Section 15.2-2624, Code of Virginia 1950, as amended, requires, that there shall be levied and collected an annual tax upon all taxable property in the City subject to local taxation sufficient to provide for the payment of the principal, premium, if any, and interest on this Bond as the same shall become due which tax shall be without limitation as

to rate or amount and shall be in addition to all other taxes authorized to be levied in the City to the extent other funds of the City are not lawfully available and appropriated for such purpose.

This Bond is duly authorized and issued in compliance with and pursuant to the Constitution and laws of the Commonwealth of Virginia, including the Public Finance Act of 1991, Chapter 26, Title 15.2, Code of Virginia 1950, as amended, and resolutions duly adopted by the City Council of the City and the School Board of the City to provide funds for capital projects for school purposes.

This Bond may be exchanged without cost, on twenty (20) days written notice from the Virginia Public School Authority, at the office of the Bond Registrar on one or more occasions for one or more temporary bonds or definitive bonds in marketable form and, in any case, in fully registered form, in denominations of \$5,000 and whole multiples thereof, and having an equal aggregate principal amount, having principal installments or maturities and bearing interest at rates corresponding to the maturities of and the interest rates on the installments of principal of this Bond then unpaid. This Bond is registered in the name of the Virginia Public School Authority on the books of the City kept by the Bond Registrar, and the transfer of this Bond may be effected by the registered owner of this Bond only upon due execution of an assignment by such registered owner. Upon receipt of such assignment and the surrender of this Bond, the Bond Registrar shall exchange this Bond for definitive Bonds as hereinabove provided, such definitive Bonds to be registered on such registration books in the name of the assignee or assignees named in such assignment.

The principal installments of this Bond coming due on or before July 15, 2023 and the definitive Bonds for which this Bond may be exchanged that mature on or before July 15, 2023, are

not subject to prepayment or redemption prior to their stated maturities. The principal installments of this Bond coming due after July 15, 2023, and the definitive Bonds for which this Bond may be exchanged that mature after July 15, 2023, are subject to prepayment or redemption at the option of the City prior to their stated maturities in whole or in part, on any date on or after July 15, 2023, upon payment of the prepayment or redemption prices (expressed as percentages of principal installments to be prepaid or the principal amount of the Bonds to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

<u>Dates</u>	<u>Prices</u>
July 15, 2023 through July 14, 2024	101%
July 15, 2024 through July 14, 2025	100½
July 15, 2025 and thereafter	100

Provided, however, that the Bonds shall not be subject to prepayment or redemption prior to their stated maturities as described above without the prior written consent of the registered owner of the Bonds. Notice of any such prepayment or redemption shall be given by the Bond Registrar to the registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

All acts, conditions and things required by the Constitution and laws of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, form and manner as so required, and this Bond, together with all other indebtedness of the City, is within every debt and other limit prescribed by the Constitution and laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the City Council of the City of Franklin has caused this Bond to be issued in the name of the City of Franklin, Virginia, to be signed by its Mayor or Vice Mayor, its seal to be affixed hereto and attested by the signature of its Clerk or any of its Deputy Clerks, and this Bond to be dated May __, 2013.

CITY OF FRANKLIN, VIRGINIA

(SEAL)

ATTEST:

Clerk, City of Franklin, Virginia

Mayor, City of Franklin, Virginia

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(PLEASE PRINT OR TYPEWRITE NAME AND ADDRESS, INCLUDING ZIP CODE, OF ASSIGNEE)

PLEASE INSERT SOCIAL SECURITY OR OTHER IDENTIFYING NUMBER OF ASSIGNEE: _____

the within Bond and irrevocably constitutes and appoints

_____ attorney to exchange said Bond for definitive bonds in lieu of which this Bond is issued and to register the transfer of such definitive bonds on the books kept for registration thereof, with full power of substitution in the premises.

Date: _____

Signature Guaranteed:

(NOTICE: Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Bond Registrar which requirements will include Membership or participation in STAMP or such other "signature guarantee program" as may be determined by the Bond Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Registered Owner
(NOTICE: The signature above must correspond with the name of the Registered Owner as it appears on the front of this Bond in every particular, without alteration or change.)

#20376361v2

OLD/NEW BUSINESS

A. Memorandum of Understanding for the Virginia Volunteer Workforce Solutions

B. City Manager's Report

1. Electric Utility Update

2. City Health Insurance Rate Report for FY 2013- 2014

Leesa Livesay

From: Robert Randy Martin
Sent: Wednesday, April 03, 2013 11:37 AM
To: Leesa Livesay
Cc: Donald Goodwin
Subject: FW: Agenda Info
Attachments: VWF City Council Agenda Package.pdf

Leesa:
I have asked the Chief for a cover letter to go with this attachment.
Randy

From: Vince Holt
Sent: Wednesday, April 03, 2013 11:08 AM
To: Donald Goodwin
Cc: Robert Randy Martin
Subject: Agenda Info

Donald,
Attached is the information for the City Council agenda on the Volunteer Workforce Solutions program that Hunterdale Volunteer Fire Department and Franklin Fire & Rescue have been selected to participate in.

I have also attached the MOU that would need to be signed by the City Manager and the Mayor if City Council is in agreement with us participating.

Thanks!!!
Vince

Vincent P. Holt
Director of Emergency Services
City of Franklin
P.O. Box 179
100 S. Main Street
Franklin, VA 23851
Office: 757-562-8581
FAX: 757-562-6340



Virginia Volunteer Workforce Solutions



2013 Volunteer Recruitment Assistance Available

The Virginia Fire Chiefs Association (VFCA) is pleased to announce the second phase of its Volunteer Workforce Solutions (VWS) program, which partners with national, state, and local organizations to support initiatives focused on the recruitment and retention of volunteer firefighters.

The program is seeking twenty departments interested in taking advantage of research related to their own jurisdiction and leveraging turnkey marketing solutions for enhancing their volunteer recruitment strategies and efforts. VWS benefits include:

- Leadership support through the development and/or delivery of training and tools focused on the needs of volunteer and combination departments
- Recruitment and retention support, including development of unique recruitment strategies based on the features and characteristics of the community
- Department review to identify issues and challenges influencing the recruitment and retention of volunteer firefighters
- Strategic planning to increase department's visibility, viability and community support
- Customized printed recruitment materials and multimedia support
- GIS Tapestry reports to enhance the marketing and recruiting strategies of your department

Please note: if your department currently has its own SAFER Recruitment and Retention award from FEMA, you still may be eligible to participate. For more information on Phase II of the Volunteer Workforce Solutions program, please contact:

Kelly Ameen
IAFC Program Manager
kameen@iafc.org
703-273-9735

Nick Caputo
VFCA Program Manager
njcaputo@aol.com
814-404-3282

www.everydayherova.org

Learning from best practices in other departments, we established a centralized recruiting process. We realized the pool of possible volunteers was not what we expected.

-VWS Participant, Phase I

(see page 2)

Volunteer Workforce Solutions Participant Requirements

- | | |
|------------------------------------|--|
| Eligibility | <ul style="list-style-type: none">• Department must have at least 50 active members. |
| Duration | <ul style="list-style-type: none">• Department must participate in the VWS program for two years. |
| Leadership | <ul style="list-style-type: none">• Stakeholders on all levels (city/county/town/department manager; city/county/town/department fire chief; and company level chiefs/officers, elected official) must agree to participant requirements and sign a memorandum of understanding (MOU).• Identify a program leader or volunteer coordinator within your city/county/town/department who will manage and oversee the responsibilities associated with the VWS program. You may also select coordinator(s) at the company level, if applicable. |
| Required Attendance | <ul style="list-style-type: none">• Key staff must attend and fully participate in the VWS Orientation (March/April) and Kick-Off Meetings (June/July). Key staff includes: fire chief(s), chief officers, program leader, volunteer coordinator and at least one representative each from the elected governing body and the city/county/town administrator's office.• Key staff (fire chief, chief officers, program leader, volunteer coordinator(s), departmental leadership, company officers, etc.) must attend one fire service leadership workshop. Several opportunities will be offered throughout Virginia free of charge. |
| Expectations And Activities | <ul style="list-style-type: none">• Submit home addresses of all members (career and volunteer, if combination department) in order to produce a customized GIS Tapestry Report. Names are not needed and all addresses will remain confidential and proprietary information.• Provide images and contact information for marketing materials.• Create and submit a list and timeline of recruitment/retention activities that you will carry out based on the GIS Tapestry Report outlining your specific target areas/groups.• Monitor, track, evaluate and provide data related to the results of the recruitment campaign to the VWS Program Team.• Submit monthly tracking forms and fill out all required information, including recruitment AND retention data.• Respond to email, phone and written inquiries from the VWS Program Team in a prompt manner.• Participate in meetings and/or phone calls with the VWS Program Team. |

VWS Information and History

The Virginia Fire Chiefs Association was awarded a 2009 SAFER recruitment and retention grant to study traditional recruiting methodologies as compared to Geographic Information system (GIS) based methodologies. The GIS-based community-level profile is an analysis of existing firefighters that identifies the types of people who could be future firefighter candidates, and discusses the methods to best communicate with and recruit them. Twenty departments participated in Phase I of the VWS program; and the VFCA is currently seeking and will soon be selecting 20 additional departments to participate in Phase II of the program. The VWS program also is operating in the state of Connecticut through the Connecticut Fire Chiefs Association.



Virginia Fire Chiefs Association, Inc.

P.O. Box 70907, Richmond VA 23255-0907

(888)-818-0983

(757) 233-9678

(757) 373-4561

Web Site: www.vfca.us

Memorandum of Understanding (MOU)

This MOU is between the Virginia Fire Chiefs Association (VFCA) and Franklin Fire and Rescue/Hunterdale Volunteer Fire Department.

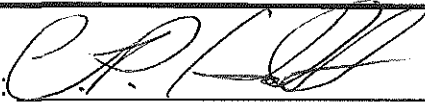
The Volunteer Workforce Solutions (VWS) Program Team will assist your department with recruitment and retention efforts by providing you with a GIS Tapestry Report that identifies your target audience and includes recruitment strategy ideas. You will also be given customized marketing materials to use for your recruitment campaign. The VWS Program will provide opportunities for you to network with others and attend leadership and recruitment type workshops.

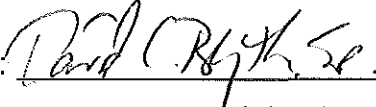
As a department, you fully understand and are committed to actively participating in the VWS Program and will work together with the VWS Program Team to improve your department's recruitment and retention efforts.

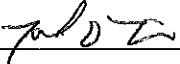
You understand and are committed to fulfilling the participant obligations as listed below:

- Participate in the VWS Program for two years.
- Identify a program leader or volunteer coordinator within the county/city/town/department who will manage and oversee the responsibilities associated with the VWS program. You may also select coordinators at the company level, if applicable.
- Key staff must attend and fully participate in the Volunteer Workforce Solutions Orientation and Kick-Off meetings. Key staff includes: fire chief(s), chief officers, program leader, volunteer coordinator AND at least one representative each from the elected governing body and the city/county/town administrator's office. Target dates are April for the Orientation webinar and June for the live Kick-Off meeting.
- Key staff (fire chief, chief officers, program leader, volunteer coordinators, departmental leadership, company officers, volunteers, etc.) must attend a fire service leadership workshop. Several opportunities will be offered throughout Virginia free of charge.
- Submit home addresses of all members (career and volunteer if combination department) in order to produce a customized GIS Tapestry Report. Names are not needed and all addresses will remain confidential and proprietary information.

- Provide images and contact information for marketing materials.
- Create and submit a list and timeline of recruitment/retention activities that will be carried out based on the GIS Tapestry Report outlining your specific target areas/groups.
- Monitor, track, evaluate and provide data related to the results of the recruitment campaign to the VWS Program Team.
- Submit monthly tracking forms and fill out all required information, including recruitment AND retention data.
- Respond to email, phone and written inquiries from the VWS Program Team in a prompt manner.
- Attend and participate in meetings and/or phone calls with the VWS Program Team.
- Stakeholders on all levels (city/county/town manager, city/county/town/department fire chief, company level chiefs/officers, and an elected official) must agree and adhere to the terms outlined in this MOU.

Fire Chief's Signature:  Date: 4/3/13
 Printed Name: VINCENT P. HOLT Email: vholt@franklinva.com

Hunterdale Volunteer Chief's Signature:  Date: 3/28/2013
 Printed Name: DAVID C. BLYTHE, SR. Email: d.blythe500@gmail.com

Franklin Fire & Rescue Volunteer Representative's Signature:  Date: 4/3/13
 Printed Name: JOHN D. FRIS Email: JFRIS@FRANKLINVA.COM

City Manager's Signature: _____ Date: _____
 Printed Name: _____ Email: _____

Elected Official's Signature: _____ Date: _____
 Printed Name: _____ Email: _____

To be completed by VWS Staff:

Signature: _____ Date: _____ Email: njcaputo@aol.com

Nick Caputo, VFCA Vice President at Large; VWS Program Manager



If you have any specific questions about this MOU, please do not hesitate to contact Nick Caputo directly at njcaputo@aol.com or at 814.404.3282.

April 3, 2013

MEMORANDUM

TO: Mr. Randy Martin – City Manager
FROM: Carolyn S. Joyner – HR Manager
SUBJ: FY 2013-2014 - Annual Employee Health Plan Renewal

Attached is the annual cost of service review for the City of Franklin Employee Health Plan. Health coverage is provided by Anthem. The plan is reviewed to determine if cost coverage and adjustment is required to continue the existing services. The plan has been reviewed and information from the provider has been reviewed.

Our claims were higher this year than last year, therefore we received an increase in cost. The increase that we received for FY 2013-2014 will be 9% vs the 5.9% decrease FY 2012-2013.

Council's existing policy as prescribed in the plan agreement indicates that the City will assume 80% of the single cost of the plan and an additional 20% of the cost of dependent coverage as required to continue existing coverage. The deadline for renewal is not consistent with the fiscal year. The renewal for the fiscal year is actually April 1, 2013. Hope that you will get Council to approve the renewal rates for the FY 2013-2014 before April 30, 2013. I have written for an extension to Mr. Walt Norman and he granted us an extension to the end of April 2013.

It is recommended that Council approve the increase rate adjustment for the Key Advantage Expanded and the Key Advantage 500 Plans and allow for the continued coverage for health services for the employees of the City of Franklin FY 2013-2014.

KEY ADVANTAGE EXPANDED								
	CURRENT PREMIUM RATES	RENEWAL PREMIUM RATES	CURRENT RATE CITY PAY FY 2012-13	PROPOSED RATE CITY PAY 2013-14	FY	CURRENT RATE EMPLOYEE COST FY 2012-13	PROPOSED RATE EMPLOYEE COST 2013-14	FY
EMPLOYEE ONLY	\$595	\$650	\$476	\$484		\$119	\$166	
EMPLOYEE + 1	\$1,101	\$1,203	\$697	\$708		\$404	\$495	
FAMILY	\$1,607	\$1,755	\$972	\$811		\$635	\$944	
RETIREE	\$595	\$650	\$476	\$484		\$119	\$166	
KEY ADVANTAGE 500								
EMPLOYEE ONLY	\$513	\$559	\$476	\$484		\$37	\$75	
EMPLOYEE + 1	\$949	\$1,034	\$697	\$708		\$252	\$326	
FAMILY	\$1,385	\$1,509	\$972	\$811		\$413	\$698	
RETIREE	\$513	\$559	\$476	\$484		\$37	\$75	
MEDICARE COMPLIMENTARY								
	\$127	\$127						

PROPOSED FOR JULY 1, 2013

The following chart gives the two health benefit plans that the City of Franklin offers to their employees and premium cost.

STATUS	KEY ADVANTAGE EXPANDED			KEY ADVANTAGE 500		
	Monthly Premium	City Pays	Salary Employee Pays	Monthly Premium	City Pays	Salary Employee Pays
Employee Only	\$ 650	\$484	\$166	\$ 559	\$484	\$ 75
Employee + 1	\$1,203	\$708	\$495	\$1,034	\$708	\$326
Employee + Family	\$1,755	\$811	\$944	\$1,509	\$811	\$698
Retiree	\$ 650	\$484	\$166	\$ 559	\$484	\$ 75
Medicare Complementary	\$ 127	\$0				

**THE LOCAL CHOICE HEALTH CARE PROGRAM
Anthem Blue Cross and Blue Shield**

**Renewal Analysis For:
City Of Franklin
Group #47023**

For the Period: July 1, 2013 through June 30, 2014

Your group's monthly renewal premiums are a blend of the pooled rate applicable to TLC groups and your group's Medical/Surgical claims experience as shown below. Your renewal components (excluding Medicare Retiree programs and HMO coverage) are highlighted below.

- ~~Enrollment as of December 31, 2012~~ ~~160~~
- Annualized Total Premiums at Current Rates \$1,646,856
(includes medical/surgical, behavioral health, drug and dental)
- Projected Medical Claims Related Charges \$1,293,892

This is the total amount of projected claims costs for the upcoming year based on an underwriting formula which blends 12 months of actual medical claims experience with the TLC pool medical claims. The weight of the current year claims versus the TLC pool claims is determined by the group size.

Projected claims include a charge for pooling insurance to manage the impact of individual large claims. In projecting claims, an excess claims discount of \$69,310 has been removed from the current review period claims costs.

Your current year's claims costs have been reduced by \$2,614,537, your actual facility and professional network savings. These savings are available through the Participating Facility and Professional Agreements of Anthem Blue Cross and Blue Shield, and the other Blue Cross and Blue Shield plans.

- Renewal Component for Medical Administrative Expenses, Network Access Fees, and Affordable Care Act. \$78,263
- Renewal Premium Component for pooled coverage for Dental, Drug, And Behavioral Health \$425,049
- Required Annual Renewal Premium based on Current Enrollment \$1,797,204
- Required Premium Adjustment ~~9.1%~~

**COUNCIL/STAFF REPORTS ON BOARDS AND
COMMISSIONS**